

DUTY STATEMENT

(07/14)

*Shaded area for Personnel Office use only*Effective Date:
03/2023

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-4800-003
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Staff Services Manager I
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m., Monday to Friday	5. SPECIFIC LOCATION ASSIGNED TO Oakland
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-4800-003

All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; possess integrity, initiative, dependability, and good judgment.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Director of Fiscal Services (SSM II), the SSM I is responsible for the supervision & management of the Conservancy's contracting, purchasing and outgoing grants functions. This position supervises, trains, and reviews the performance of the Contracts & Procurement staff. Responsibilities are carried out with a significant degree of independence, working independently and in a team, exercising sound judgment, analysis, and discretion.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
40%	<p>ESSENTIAL FUNCTIONS</p> <p>Supervise, train, assist, and oversee the workload of staff. Set priorities and manage the workload of Contracts and Procurement staff. May be assigned special projects or tasked to research queries, as needed. Evaluate processes & procedures and update and communicate to staff regularly of changes. Analyze, solve, and respond to complicated issues effectively, as they arise. As a working level supervisor, assist with regular workload, overflow work, backlogs, and serve as back up for staff, when necessary. Adhere to and ensure all government rules, regulations, and internal policies related to contracting and procurement are followed by staff. Create and prepare training materials and assist with the training/onboarding of staff. Prepare, review, and analyze reports, statements, accounts, and/or records and communicate findings to administrative staff and/or executive management. Complete probationary and/or annual performance reviews timely and recommend trainings to increase staff skill set. Conduct performance management and progressive discipline process with staff, when necessary. Review, audit, and approve staff leave requests, timesheets, and travel expense claims by set deadlines. Review and approve all required reports and annual reports before submitting to appropriate State agencies and ensure that reports are submitted on time. Prepare, review, and analyze reports, statements, accounts, and/or records and communicate findings to administrative staff and/or executive mgmt. Regularly assist, coordinate, and supply the other units, including legal, with contracts or procurement related information. Serve as primary contact for Contracts and Procurement.</p>

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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GS 907T (REV. 03/03)

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	<p>ESSENTIAL FUNCTIONS</p> <p>35% Oversee and assist the staff with the processing of invoices and preparing contracts and amendments. Review and approve IORs, Contract Shells, and Purchase Orders in Fiscal. Process reservation of funds and ensure funds reserved do not go over the appropriated balance amounts. Ensure contracts are executed and invoices are processed accurately and timely. Effectively resolve and/or give guidance on issues that arise. Assign roles for staff working within FI\$Cal for contracting and procurement tasks (request, process, review, and approve, receive, contacts helpdesk regarding FI\$Cal issues, contracting questions, etc.) and ensure Procurement Officer is trained on procurement duties utilizing FI\$Cal system. Maintain internal and Project Database information on new and amended agreements, invoicing, and fund encumbrances. Represent Contracts and Procurement in development of work processes and workflow of documents and information changes. Oversee and assist with updating changes/revisions for the Contracting and/or Contracts and Procurement Manuals on a yearly basis. Coordinate with Accounting and incoming Grants staff timely and regularly to reconcile and verify information between units are accurate.</p> <p>20% Coordinate with program staff regarding expiring funds, new funding sources, options for contract/agreement amendments to meet project timeline needs. Review new agreements and amendments for SCC and SFBRA before sending out for DocuSign. Respond to questions or resolve complicated issues about contracts, procurement, and SFBRA agreement and invoices. Verify that contracts are approved by the Department of General Services before agreements are fully executed. Maintain NCB portal for NCB contracts.</p> <p> Serve and respond as management liaison for any audits and ensure management and project managers are aware of audits and audit findings. Work with the Director of Fiscal Services and Project Staff/Managers in responding to State, Federal, and private auditors regarding SCC and SFBRA agreement expenditures.</p> <p><u>5%</u></p> <p>MARGINAL DUTIES</p> <p>100% May function as the back-up supervisor for other administrative units, when required.</p> <p> May assist the Accounting Unit with maintaining the Fund Balance Summary, as needed.</p>

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	<p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.</p> <p>SPECIAL PERSONAL REQUIREMENTS: Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> ▪ Experience supervising a team and managing the workload of others. ▪ Excellent organizational skills, ability to multitask, set and meet deadlines, and prioritize work. ▪ Working experience and knowledge with handling contracts and/or procurement duties. ▪ Experience with performance management and the progressive discipline process. ▪ Consistently exercises a high degree of initiative showing focus, attention to detail, and follow-through. ▪ Ability to act independently with a positive attitude, open-mindedness, flexibility, and consideration. ▪ Proficiency with MS Office (Word, Excel, and Outlook). Working knowledge of FI\$Cal system a plus. ▪ Communicates well verbally and in written formats and responds to queries timely and effectively. ▪ Ability to analyze situations and adopt effective course of action when responding to individuals or issues in a tactful and professional manner. ▪ Experience preparing, reviewing, and analyzing reports, statements, accounts, and/or records and communicating findings to mgmt. ▪ Ability to work independently and in a team environment and displays good interaction/interpersonal skills. ▪ Excellent attendance, punctual, reliable, and dependable. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <p>Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p>

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	<p>WORKING CONDITION</p> <ul style="list-style-type: none"> ▪ Office setting; Monday through Friday; prolonged periods of sitting. ▪ SCC has a telework policy for Headquarter (HQ) staff, with the intention of allowing HQ staff to telework up to 3 days per week. ▪ The Conservancy has a telework policy for Headquarter (HQ) employees, that allows staff to telework up to 3 days per week. A computer for telework use can be provided if needed. The Conservancy has developed a return to office plan, which began September 19, 2022. All Headquarters employees are currently required to be in the office once a week. They must be in the office on the 1st and 3rd Monday of each month for "all-staff" meetings. The other weeks, you may come in on your selected schedule day. ▪ Work on a computer up to 8 hours a day on occasions ▪ Ability to lift 15 pounds. ▪ Work is Indoor, although it may be necessary occasionally to go outdoors. ▪ May require an employee to work in stressful or time-pressured situations. ▪ Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner. ▪ Travel by car or plane, with overnight stays, necessary on occasion. <p><i>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.</i></p> <p><u>Reading:</u> Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.</p> <p><u>Writing:</u> Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.</p> <p><u>Mathematics:</u> Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.</p> <p><u>Organizing and planning:</u> Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.</p> <p><u>Using social skills:</u> Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><u>Adaptability:</u> Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p>

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	<p><u>Working in teams:</u> Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p><u>Leading others:</u> Motivate, inspire, and influence others toward effective individual or teamwork performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback and recognition or rewards.</p> <p><u>Building consensus:</u> Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.</p> <p><u>Self and career development:</u> Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p> <p><u>Listening:</u> Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Speaking:</u> Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</p> <p><u>Using information and communications technology:</u> Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><u>Gathering and analyzing information:</u> Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</p> <p><u>Analyzing and solving problems:</u> Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><u>Making decisions and judgments:</u> Make decisions that consider relevant facts and information, potential risks, and benefits, and short- and long-term consequences or alternatives.</p>